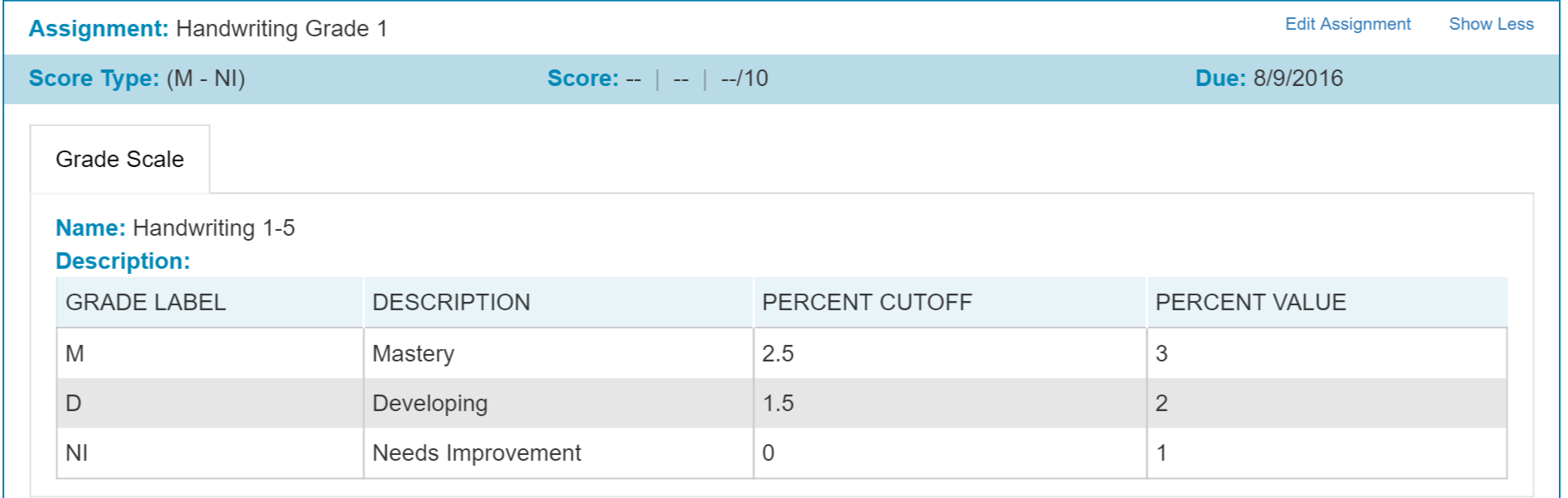
How to Input Elementary Handwriting Grades

*(Do NOT override scores for an entire class – please create an assignment)*

|  |  |
| --- | --- |
| Click on the subject of **Handwriting** |  |
| Click **+Create**  Choose **Assignment** |  |
| Fill in the assignment name  Be sure these are correct:  Category- **CLASSWORK**  Score Type- **LETTER (M-NI)**  **SAVE** the assignment |  |
| Press the **X** at the top right to close the assignment details |  |
| Click the **Grading** icon in the charms menu to the left  and choose **Scoresheet** from the menu |  |
| **Click** in the blank **grade box** to enter your grade |  |
| Choose the **letter grade** from the scoring menu and press **ENTER** |  |
| After grades have been entered for all students click **SAVE** located at the bottom right of the screen |  |

***Handwriting Scale***

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